



STATE COASTAL CONSERVANCY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	STATE COASTAL CONSERVANCY	RELEASE DATE:	Thursday, May 13, 2010
POSITION TITLE:	Chief Deputy Executive Officer	FINAL FILING DATE:	Wednesday, May 26, 2010 or until filled
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	05132010_3

POSITION DESCRIPTION

The Chief Deputy Executive Officer will act as the principal assistant to the Executive Officer, and will act as the Executive officer in the Executive Officer's absence. The Chief Deputy Executive Officer will oversee federal and state legislation pertaining to the Conservancy's mission and funding, will provide direction and leadership in developing programmatic policies for emerging issues such as climate change, and will develop funding strategies for agency support and operations. The Chief Deputy Executive Officer will oversee the administrative and information technology services of the Conservancy, and is responsible for the following duties and functions:

Long Term Financial Strategy and Revenue Generation for Support Budget: Update, implement, and present annual Long Term Financial Strategy to the Conservancy Board to ensure new and sufficient funding will be available for Conservancy support costs for five or more years.

Federal and state funding and legislation: Coordinate Conservancy program staff submittals for federal funding, and travel to Washington DC to inform Congressional Representatives and federal agency and committee staff about funding requests, needs, and issues to be resolved. Coordinate with CA Resources Agency on State legislative proposals and meet with decision makers to inform them of Conservancy accomplishments and upcoming projects and programs.

External Representation of the Conservancy Programs and Programmatic Policy Development for Emerging Issues: Serve as the principal liaison on programmatic policies with the Resources Agency, Department of Finance, Legislative Analyst, Legislative Budget Committees, and Legislative Audit Committee. Coordinate development of responses to programmatic audits. Provide leadership and develop agency-wide policies for emerging issues that affect coastal resources, such as climate change.

Oversight of Administrative and IT Functions: Supervise, coordinate, counsel, and evaluates performance the agency's Chief Administrative Officer, the Senior Information Systems Analysis, and other staff as required for duties associated with central responsibilities of the Chief Deputy

Executive Officer.

Acting Executive Officer: Serve as acting Executive Officer in the absence of the Executive Officer.
Management Team: Assist the Executive Officer in planning, organizing, conducting monthly management team meetings.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating teams; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and an administrator's role in the equal employment opportunity program.

Ability to plan, organize and facilitate the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity program.

Knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program

policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization.)

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership, teamwork and initiative at all levels, and use sound judgment in managing complex and varied programs. 2. Demonstrated knowledge and effectiveness in implementing initiatives and policies. 3. Demonstrated ability to coach employees and create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance. 4. Demonstrated knowledge of state and federal laws, rules, policies, and procedures, particularly the Coastal Act of 1976 as amended, the McAteer Petris Act, the CA Ocean Protection Act, and the Coastal Zone Management Act. 5. Ability to establish and maintain effective working relationships with Executive Staff, a wide variety of departmental staff, staff of the public/private agencies and employers, and state and federal organizations. 6. Demonstrated knowledge of Coastal Conservancy programs, procedures, statute, plans, and regulatory environment. 7. Good understanding of IT principles and practices; familiarity with spreadsheet and word processing software. 8. Undergraduate or graduate degree in public administration, business administration, or related field a plus. Relay Telephone Service for the Deaf or Hearing Impaired: TDD: 1-800-735-2929; VOICE: 1-800-735-2922

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Deputy Executive Officer**, with the **STATE COASTAL CONSERVANCY**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an evaluation of applications and SOQs to assess education and experience as it relates to the minimum and desirable qualifications listed below. A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted in June 2010 with the most qualified candidates. This position is currently filled, a vacancy is expected prior to the end of 2010. All candidates will receive written notification of their examination results. The results of this examination will be used solely to fill the position of Deputy Executive Officer, CEA 2.

Special Testing: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make special arrangements.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

STATE COASTAL CONSERVANCY, Executive
1330 Broadway Suite 1300, Oakland, CA 94612
Cindy Martin | 510 286 4340 | cmartin@scc.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE COASTAL CONSERVANCY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>